



**SCHOHARIE COUNTY DEPARTMENT OF
PERSONNEL & CIVIL SERVICE**
ANNOUNCES CIVIL SERVICE ***OPEN COMPETITIVE*** EXAMINATION FOR

#69-917 SOCIAL WELFARE EXAMINER

Starting Salary: \$31,139 @ Grade 11

*Examination Fee – \$8.00

LAST FILING DATE: May 28, 2010

DATE OF EXAMINATION: June 26, 2010

ELIGIBLE LIST: *The list resulting from this examination will be used to fill vacancies, as they occur in the Schoharie County Department of Social Services.*

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in a fiscal, business or governmental administration program, **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma, **AND**
 - (1) Two (2) years of experience in examining, investigating or evaluating claims for assistance, veterans' or unemployment benefits, insurance or a similar program operating under established criteria for eligibility; **OR**
 - (2) Two (2) years of experience assisting the public in completing and/or processing applications in a social service setting; **OR**
- (D) An equivalent combination of training and experience as defined by the limits of (A) through (C) above.

NOTE: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year. (Eighteen hours and under constitutes as part-time, anything over 18 hours per week is considered full-time.)

DISTINGUISHING FEATURES OF THE CLASS: May perform any or a combination of assignments in connection with determining financial eligibility, categorical classification, continued financial eligibility and income maintenance depending on the size, organizational structure and work activity needs of the social service district. The work involves the review and evaluation of applications and records and direct interviews with applicants. Work is performed under the supervision of a higher ranking Social Welfare Examiner, except in smaller agencies where work is supervised by a high ranking administrator. Does related work as required.

USE OF CALCULATORS IS ALLOWED

SUBJECT OF EXAMINATION: Written test will cover knowledge, skills and/or abilities in such areas as:

1. Interpreting and applying written Social Welfare program materials, and using basic arithmetic in determining eligibility for assistance
Candidates will be presented with written passages related to Social Services policies and procedures and be asked to interpret their meaning and/or apply this material to hypothetical case situations. Secondly, candidates will be given sets of written instructions and regulations regarding such Social Services programs as cash assistance, medical assistance, and food stamps.

Candidates must read and understand the instructions given, including schedules of arithmetic figures, and apply these instructions to hypothetical case problems. Some questions require using arithmetic to compute the correct amount of assistance.

Previous knowledge of Social Services programs or the eligibility process is not required.

2. Recording case notes

Candidates will be presented with sentences from a typical case report paragraph and must determine how best the sentences should be arranged in order to convey a coherent and meaningful record.

3. Interviewing

Candidates must apply principles and techniques of interviewing to such problems as asking and answering questions, explaining requirements and helping the client understand his or her responsibilities, helping the client feel at ease, structuring and controlling the interview, reacting appropriately to inconsistencies, dealing with a variety of feelings of clients, maintaining confidentiality, and identifying the need for and making appropriate referrals. In addition, some questions may deal with contacting or interacting with other community organizations and agencies to benefit the client or the general public.

APPLICATION FEE WAIVED: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a state or local agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. Applications are available in the Personnel Department.

The required examination fee is eight dollars, which may be in the form of a check/money order or cash and must accompany each application. If your application is disapproved, your examination fee will **NOT be returned to you. Please make check/money order payable to the Department of Personnel and include the examination number.*

Applications and exam announcements are available on our web site at www.schohariecounty-ny.gov

ISSUE DATE: April 28, 2010

SEE REVERSE SIDE

SEE ATTACHED INFORMATION ON STANDARD BACK OF CIVIL SERVICE ANNOUNCEMENT.